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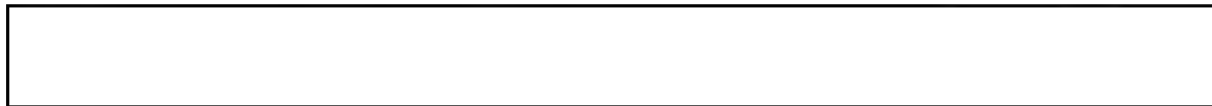
FILE

29 JAN 1968

MEMORANDUM FOR THE RECORD

SUBJECT: Briefing by Registrar Staff/ OTR
25 January 1968 - 1500 Hours

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2. The present Registrar Staff consists of 21 personnel, 5 professional and 16 clerical.

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3. [] conducted his briefing as a review of progress made in the last year in achieving the goals that the staff had outlined for FY '67, and added some remarks on what the staff hoped to achieve in FY '68. A handout accompanied his briefing and is available in the OTR file maintained by the undersigned.

4. During the past year several improvements were made to the Agency training records, primarily their conversion to IBM 360 system. The Registrar is now able to provide up-to-date training information -- who, what, where -- to interested personnel. These reports are limited to information covering the last seven years as this seems to be the time span of major interest.

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5. Efforts were also made to reduce the cost of external training through several changes which have actually resulted in more training for less money. In this connection [] noted that the planned FY '68 figure for this item is \$873,000. Of this amount, \$480,000 had been obligated through December 1967, leaving a balance of \$393,000.

6. Further progress has been made in such areas as:

a. A new PPB course was initiated and the \$65,000 cost for this course has been absorbed by the Office of Training.

b. The use of aliases for staff training has been discontinued.

c. Integrating some of the functions and files of the Training Selection Board and the Registrar Staff.

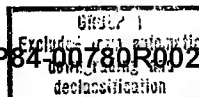
d. A revised overseas Office of Training catalog was published and progress is proceeding on the Headquarters version.

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e. A revised HR [] Training at Non-CIA Facilities, was published in June 1967.

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SECRET



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-2-

7. During FY '68 the staff plans further attention to:

a. Pushing self training by individual employees. [] 25X1
noted his disappointment in the response for the spring semester of
the Off-Campus University Program.

b. The improvement and broadening of academic and financial
aid counseling service for employees.

c. The implementation of the remaining provisions of HR [] 25X1
most are already in effect.

d. Increased control of employees in academic and correspondence
courses. Mr. Bannerman suggested the possibility of working up a list
of possible thesis topics that might be helpful to students enrolled in
senior schools where there is a research or thesis requirement.

8. In the area of Program Assisted Instruction, significant progress has
been made in the last two years. Eighteen people are now trained as program writers
and several promising programs are now available -- secret writing, German,
beginning Vietnamese language (this the result of an ORD contract). Mr. Bannerman
asked if this latter might be made available for use in Vietnam. The Office of
Training is encouraged by its experience so far with PAI and plans continued
effort in this area.

25X1 9. [] commented on Executive Order 11348 and the require-
ments levied on agencies. He said that we are meeting all of these requirements.

25X1 10. Mr. Bannerman inquired as to the use and effectiveness of component
training officers. [] expressed the opinion that by and large they are
effective, with results basically dependent on the amount of line backing that they
receive from component officials.

11. The meeting adjourned at 1605.

[]
Special Assistant to the
Deputy Director for Support

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